



STEERING COMMITTEE AGENDA

9:30 a.m., Thursday, Apr. 26, 2007
Scottsdale Community College, Peridot Room

- 1. Proposed Coalition Calendar 2007-08 (attachment).**
- 2. Subcommittee Leadership (attachment).**
Need to select 2007-08 Chair; 2008-09 Chair and Subcommittee Chairs for Crime Impacts; Youth Awareness and Resource Directory Subcommittees.
- 3. Set Next Steering Committee meeting. Thursday, May 17, 2007?**
Need to determine time and location.

**Northeast Valley Coalition Against Methamphetamine
DRAFT 2007-08 Calendar**

April 2007	Community Workshop 1 – Treatment Options Steering Committee Meeting
May 2007	Subcommittee Work Begins Crime Impacts - Meeting with Police Chiefs Shredding Event 1 Steering Committee Meeting
June 2007	Community Workshop 2 – TBD Prevention - Meet with Criminal Justice Comm. Steering Committee Meeting
July 2007	No Meetings Scheduled
August 2007	Steering Committee Meeting
September 2007	Community Workshop 3 – TBD Resource Directory - Distribute Directory Shredding Event 2 Steering Committee Meeting
October 2007	Town Hall 1 – “What Parents Can Do About Meth” Shredding Event 3 Steering Committee Meeting
November 2007	Prevention - Meth Awareness Day Event Shredding Event 4 Steering Committee Meeting
December 2007	No Meetings Scheduled
January 2008	Shredding Event 5 Steering Committee Meeting
February 2008	Community Workshop 4 – TBD Shredding Event 6
March 2008	Town Hall 2 – “What Youth Can Do about Meth”

Coalition Steering Committee Leadership Structure

Task	Steering Committee Member	Staff Support Person
Set agenda for coalition meetings including inviting speakers to the meetings.		
Act as emcee for the coalition meetings, keep meeting on track.		
Keep and produce minutes for coalition meetings.		
Set agenda for steering committee meetings.		
Lead/Keep steering committee meetings on track.		
Arrange meeting logistics for steering committee meetings.		
Keep and produce minutes for steering committee meetings.		
Between meeting communication with staff and subcommittee chairs.		
Spokesperson for media.		
Communication with the community.		
Liaison between Coalition and Governor's Office.		
Administer grants including financial reporting.		
Coordinate communications for coalition.		
Coordinate with Pima Prevention		
Monitor progress of plan implementation through subcommittees/compile reports as needed.		
Leverage resources for change in the community through professional and personal spheres of influence.		
Establish objectives and authority of each subcommittee.		
Attend training events and State-sponsored coalition meetings.		

Seven Roles of Leadership

1. Leader as facilitator:

- Promote open and effective dialogue among members
- Maintain a group environment that encourages and respects diverse viewpoints
- Help transform conflict into creativity
- Monitor the quality of the coalition's discussions and members' interactions and know when and how to encourage changes to help the group work synergistically together.

2. Leader as content meta-expert:

- Do not need to know everything about the coalition's problem domain
- Have some expertise on particular issues or activities.
- Ask the right questions.
- Promote appropriate data gathering.
- Identify technical assistance needs.
- Bring in new expertise.

3. Leader as visionary:

- Hold a vision that inspires others.
- Maintain the big picture.
- Offer a sense of direction to help keep members motivated in the face of obstacles.

4. Leader as strategist:

- Help the coalition translate ideas into workable approaches.
- Help determine not only what to do, but what order to do things in, and who needs to be involved along the way.
- Help coalitions develop detailed work plans and anticipate possible setbacks and conditions needed for success.

5. Leader as broker:

- Help broker the exchange of resources among partners and negotiate organizational involvements and commitments. Much of this work is behind the scenes.
- Get to know member representatives and talk with them privately about their role and their organization's participation in the coalition.

6. Leader as spokesperson:

- Represent and speak on behalf of the coalition.
- Need good communicators and individuals comfortable with public speaking to help promote the coalitions work.
- Conduct outreach (i.e. PTA meetings, school fairs, neighborhood meetings, etc).
- Participate in fundraising activities.

7. Leader as coordinator:

- Keeping track of the implementation aspects of coalition work.
- Managing deadlines.
- Assuring accountability to funders and partners.
- Handling the logistical requirements of coalition projects.

Source: Community Anti-Drug Coalitions of America (CADCA), National Community Anti-Drug Coalition Institute, *Capacity Primer: Building Membership, Structure, Leadership and Cultural Competence*, 2006